

GS-101

**Correctional Treatment Specialist
Department of Justice**

GS-101

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

- A. Degree: that included at least 24 semester hours of course work in the behavioral or social sciences.
- OR
- B. Combination of education and experience—that included at least 24 semester hours of course work in the behavioral or social sciences , and that provided applicants with knowledge of the behavioral or social sciences equivalent to a 4-year degree as shown in A above.

Evaluation of Education: Courses such as sociology, correctional administration, criminal justice , government/political science, psychology, social work, counseling, and other related social or behavioral science courses may be used to satisfy the 24-semester-hour requirement.

Graduate education must have been in corrections or a related field such as criminal justice, sociology , psychology, counseling, social work, or other course work related to the position.

Evaluation of Experience: Experience must have been gained in (1) casework in a correctional institution or in another criminal justice setting; (2) counseling in any setting, provided it required diagnostic or treatment planning skills to achieve specific social or occupational goals; or (3) work treating persons in need of social rehabilitation.

MEDICAL REQUIREMENTS

Applicants must be physically able to performing efficiently the duties of the position. For most positions, good distant vision in one eye and ability to read, without strain, printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required for most positions; however, some positions may be suitable for the deaf. There may be a few positions the duties of which can be performed efficiently and safely by the blind or the deaf; therefore, applications will be accepted from individuals who are blind or deaf. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. Applicants must possess emotional and mental stability. Any physical condition that would cause the applicant to be a hazard to himself/herself or to others will disqualify for appointment.

GS-102

Social Science Aid and Technician Series

GS-102

Use the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

GS-105

Social Insurance Administration Series

GS-105

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-106

Unemployment Insurance Series

GS-106

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate Education: Major study—economics, industrial relations, law, sociology, political science, public administration, or other related fields. Courses in statistics or mathematics applicable to the social sciences are creditable up to a maximum of 12 semester hours.

Graduate Education: Major study—one or a combination of the social sciences that included social science research methodology and techniques, and provided a knowledge of the history, concepts, methods, and techniques of social insurance and/or the social and economic conditions under which social insurance programs operate.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience in social science or related fields such as economics, sociology, political science, public administration, or industrial relations, or in the application of statistics or mathematics in these fields.

Specialized Experience (for positions above GS-5): Experience related to social insurance. This includes experience applying statistics or mathematics to the social insurance field. Specialized experience must have demonstrated:

- A knowledge of current social and economic conditions under which social insurance programs operate, and the principles of Federal/State/local relationships;
- The ability to extend and modify existing techniques and methods or to develop new ones to identify, isolate, and resolve special problems; and
- The ability to develop effective collaborative relationships with personnel in other fields and with groups having conflicting objectives.

Qualifying specialized experience may have been gained through work in the following or similar types of programs: unemployment insurance; old-age and survivors' insurance; workers' compensation; disability compensation; or other public or private programs covering common social insurance risks.

GS-107

Health Insurance Administration Series

GS-107

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-110

Economist Series

GS-110

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: economics, that included at least 21 semester hours in economics and 3 semester hours in statistics, accounting, or calculus.

OR

B. Combination of education and experience—courses equivalent to a major in economics, as shown in A above, plus appropriate experience or additional education.

Evaluation of Experience:

1. Examples of qualifying experience include: (a) individual economic research assignments requiring planning, information assembly, analysis and evaluation, conclusions and report preparation; (b) supervisory or project coordination assignments involving a staff of professional economists, and requiring the evaluation and interpretation of economic information; or (c) teaching assignments in a college or university that included both class instruction in economics subjects and one of the following (1) personal research that produced evidence of results, (2) direction of graduate theses in economics, or (3) service as a consultant or advisor on technical economics problems.

2. Experience in related fields that did not involve the use and understanding of economic principles and theories may not be used as qualifying experience for these positions. Special attention on this point should be given to certain types of work that may or may not have provided professional economic experience. The following examples of work require special care in such determinations: (a) economic statistics; (b) industrial surveys; (c) management of individual business enterprises, including farms; (d) industrial planning; (e) writing or editorial work in economic subjects; and (f) financial market analysis.

GS-119

Economics Assistant Series

GS-119

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Experience in performing research or related work that involved collecting, compiling, verifying, analyzing, or reporting data.

OR

Education and Training

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours of courses in subjects such as business law, statistics, algebra, precalculus, calculus, or economics.

For GS-5: Successful completion of a full 4-year course of study with major study in economics, or 24 semester hours in any combination of courses such as those shown above for GS-4.

GS-130

Foreign Affairs Series

GS-130

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

- A. Degree: major or equivalent, or a combination of courses totaling at least 24 semester hours, in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods.

OR

- B. Combination of education and experience—courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, as shown in A above, plus appropriate experience or additional education.

OR

- C. Experience—four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

Evaluation of Experience: Qualifying work experience may have been gained through residence, study, teaching, business or commercial activities, military service, newspaper work, military or civil government activities, missionary or international relief work, or other experience in foreign countries.

For positions at grades GS-12 and above, this experience must have included either (a) responsibility for the direction and coordination of research, analysis, or other professional work in one or more of the fields listed in A above, or (b) specialized professional work of a high level of difficulty and responsibility in one or more of these fields. This high level experience must have been in such specialized activities as (1) formulation of instructions and policy guidance for United States representatives in international organizations; (2) transport and communication involving knowledge of economic, political, and technical aspects of international aviation, shipping, inland transport, or radio, telephone, and telegraph, etc.; (3) cultural affairs involving formulation and operation of policy on large-scale international cultural exchange programs; (4) occupied area affairs involving problems of occupation of conquered or liberated countries, regions, or zones; or (5) other specialized international affairs such as analyzing public opinion and attitudes, evaluating specific conditions, trends, or forces in a foreign country, formulating policy on problems of petroleum resources or fisheries, etc., representing foreign interests, protecting American property or interests, arranging for conferences, or similar activities.

GS-131

International Relations Series

GS-131

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

- A. Degree: major or equivalent, or a combination of courses totaling at least 24 semester hours in international law and international relations, political science, economics, history, sociology, geography, social or cultural anthropology, law, statistics, or in the humanities; or 12 semester hours in one of the above disciplines and 12 semester hours in statistics/quantitative methods.
OR
- B. Combination of education and experience—courses equivalent to a major, or a combination of related courses totaling at least 24 semester hours, in one or more of the social sciences, or in the humanities, as shown in A above, plus appropriate experience or additional education.
OR
- C. Experience—four years of appropriate experience in one or more of the fields listed above in work associated with international organizations, problems, or other aspects of foreign affairs.

Evaluation of Experience: Qualifying experience that provided an intimate knowledge of a foreign country or geographic area may have been gained through residence, study, teaching, business or commercial activities, military service, newspaper work, military or civil government activities, missionary or international relief work, or other experience in foreign countries. It may also have been gained through teaching college-level courses in international relations or problems associated with a specific foreign geographic area.

To qualify for positions at grades GS-12 and above on the basis of experience, this experience must have included either (a) responsibility for the direction and coordination of research, analysis, or other professional work in one or more of the fields listed in A above, or (b) specialized professional work involving a high level of difficulty and responsibility in one or more of these fields.

GS-132

Intelligence Series

GS-132

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-134

Intelligence Aid and Clerk Series

GS-134

Use the "Group Coverage Qualification Standard for Clerical and Administrative Support Positions."

GS-135

Foreign Agricultural Affairs Series

GS-135

There is no OPM qualification standard for positions in this series. If a standard is needed to fill these positions, the employing agency should contact OPM for assistance.

GS-136

International Cooperation Series

GS-136

There is no OPM qualification standard for positions in this series. If a standard is needed to fill these positions, the employing agency should contact OPM for assistance.

GS-140

Manpower Research and Analysis Series

GS-140

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

- A. Degree: that included at least 30 semester hours in one or a combination of the following: sociology, psychology, economics, political science, or allied social science subjects that are especially pertinent to knowledge and understanding of employment and training programs.
- OR
- B. Courses in an accredited college or university consisting of 30 semester hours as described in A above, plus appropriate experience or additional education.

Specialized Experience (for positions above GS-5): Professional experience in studying, analyzing, and/or advising on the economic, social and/or psychological factors affecting employment and training problems. This experience must have required knowledge of one or more of the following:

- Labor force dynamics, e.g., the population, economic, cultural, and political factors affecting employment and training problems; problems relating to labor force adjustment to automation and other technological change; the effects of collective bargaining agreements; and the impact on job content and educational and training requirements of a rapidly changing industrial environment.
- The cultural, environmental, political, or sociological factors related to employability or employment, e.g., employment and training problems concerning specific ethnic groups, group imbalances, skill imbalances, patterns of discrimination, rural community life, etc.
- The psychological aspects of employability such as individual differences, attitude formation, motivation, and factors affecting learning.

GS-142

Manpower Development Series

GS-142

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-150

Geography Series

GS-150

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

- A. Degree: geography; or related physical or social science such as geology, meteorology, economics, statistics, sociology, anthropology, political science, history, cartography, computer science, urban studies, or planning that included at least 24 semester hours in geography or related fields.
- OR
- B. Combination of education and experience—courses equivalent to a major in geography, or a related field that included at least 24 semester hours in geography or related fields, as shown in A above, plus appropriate experience or additional education.

GS-160

Civil Rights Analysis Series

GS-160

Use the "Group Coverage Qualification Standard for Administrative and Management Positions."

GS-170

History Series

GS-170

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: history; or related field that included at least 18 semester hours in history.

OR

B. Combination of education and experience—courses equivalent to a major in history, or a major in a related field that included at least 18 semester hours in history, as shown in A above, plus appropriate experience or additional education.

Evaluation of Graduate Education: Graduate study in the social sciences or humanities may also be credited when such study included training in historical research methodology; or the thesis approached the subject from an historical viewpoint and used professional historical research methodology and techniques in its preparation.

GS-180

Psychology Series

GS-180

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

Degree: major or equivalent in psychology for all specializations except clinical psychology and counseling psychology. These two specializations have additional educational requirements, as stated below:

Clinical psychology—For positions at grades GS-11 and above, satisfactory completion of all the requirements for the doctoral degree (Ph.D. or equivalent) directly related to full professional work in clinical psychology is required.

Counseling psychology—For positions at grades GS-9 and above, satisfactory completion of 2 full academic years of graduate study directly related to professional work in counseling psychology, or satisfactory completion in an accredited educational institution of all the requirements for a master's degree directly related to counseling psychology is required.

GS-181

Psychology Aid and Technician Series

GS-181

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Experience that involved the observation of and assistance in the application of techniques relating to behavior, capacities, traits, interests, and activities of either humans or, under laboratory conditions, animals. Experience may have been gained in connection with a program of research or direct services in psychology that gave a practical understanding of some of the principles, methods, and techniques of psychology needed to assist professional psychologists.

OR

Education and Training:

For GS-3: Successful completion of 1 year of study that included at least 6 semester hours in courses such as psychology, statistics, or other directly related subjects.

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours in subjects as shown above for GS-3.

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in any combination of subjects as shown above for GS-3.

GS-184

Sociology Series

GS-184

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: sociology; or social psychology or political science that included at least 24 semester hours in sociology.

OR

B. Combination of education and experience—courses equivalent to a major in sociology (i.e., at least 24 semester hours), plus appropriate experience or additional education.

GS-185

Social Work Series

GS-185

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements: Degree: social work. Must fulfill all of the requirements for the master's degree in social work in a school accredited by the Council on Social Work Education.

Master's degree with practicum: Applicants who complete all of the requirements for a master's degree in social work that included a practicum are eligible for GS-9.

GS-186

Social Services Aid and Assistant Series

GS-186

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Examples of qualifying specialized experience include:

- Group leader in community or residential recreation or training programs.
- Counselor in a youth summer camp.
- Instructor in a training program for the development of job skills.
- Work that demonstrated the ability to be responsible for and to lead and train members of a job crew.
 - Group activities leader in the Armed Services.
- Unit leader-monitor-proctor for a dormitory group in a boarding school or other residential facility.
- Aid or assistant to professional or specialist staff in such fields as personnel (private or government) , employment guidance in a vocational or academic institution, social service, or manpower development.
- Aid or assistant to professional or associate staff engaged in work of a social services nature in private, public welfare, government program, or community organizations, or in voluntary activities.
- Aid or assistant to professional or specialist staff working with individuals who are addicted to or abuse alcohol and/or drugs.

OR

Education and Training:

For GS-3: Successful completion of 1 year of study.

For GS-4: Successful completion of 2 years of study that (a) included at least 12 semester hours of subjects directly related to the work of the position, or (b) was supplemented by experience in activities that afforded the opportunity to acquire and demonstrate the skills required by the position. (The supplementary experience may have been gained, for example, in part-time or summer employment, in volunteer social welfare or recreation programs, or in community organizations.)

For GS-5: Successful completion of a full 4-year course of study leading to a bachelor's degree that (a) included at least 24 semester hours in any combination of subjects directly related to the work of the position; (b) included a major in social behavior, human behavior, or health care or; (c) was supplemented by specialized experience as described above for GS-4.

GS-187

Social Services Series

GS-187

This is an individual qualification standard.

EDUCATION AND EXPERIENCE REQUIREMENTS

EXPERIENCE

General Experience (for GS-5 positions): Three years of general experience, 1 year of which was equivalent to at least GS-4, is qualifying for GS-5 level positions. General experience is work in a social services activity or other organization that required the ability to conduct interviews; to collect and analyze pertinent facts; to provide needed information, advice, and practical assistance; and to prepare clear concise personal histories and factual reports.

Specialized Experience (for positions above GS-5): One year of specialized experience equivalent to at least the next lower level in the normal line of progression is qualifying for positions above the GS-5 level. Specialized experience is experience in a program of direct social welfare services that required the application of program policy and operations knowledge in providing social welfare services and/or assisting social workers.

OR

EDUCATION

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, is qualifying for GS-5 level positions.

Graduate Education: Major study—social sciences. One full academic year of graduate study is qualifying for GS-7. Graduate education is not creditable for positions above the GS-7 level.

Note: Equivalent combinations of education and experience are also qualifying for grade levels for which both education and experience are acceptable.

TEST REQUIREMENTS

Refer to Section V of this Manual for information about test requirements.

GS-188

Recreation Specialist Series

GS-188

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Administrative and Management Positions."

EDUCATION

Undergraduate and Graduate Education: Major study—general recreation, or one of the appropriate fields of recreation such as outdoor recreation; recreation and parks leadership; wild land recreation management; natural resources recreation; youth recreation; public, urban, or community recreation; special populations recreation (e.g., senior citizens, institutional, etc.); or physical education.

OR

EXPERIENCE

General Experience (for GS-5 positions): Experience that provided a knowledge of the goals, principles, methods, and techniques of recreation, and an understanding of the interests of individuals or groups.

Specialized Experience (for positions above GS-5): Experience that demonstrated the ability to apply the principles of one or more specialty areas of recreation. Examples of qualifying specialized experience include:

- Planning, organizing, coordinating, supervising, or evaluating community, industrial, outdoor, institutional, or other recreational programs.
- Planning, establishing, or evaluating a recreational curriculum for junior college or higher academic levels.
- Instructing in the principles and techniques of recreational program planning and management.
- Serving in a leadership role in the programs and activities of local, regional, and/or national recreational organizations.

GS-189

Recreation Aid and Assistant Series

GS-189

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Technical and Medical Support Positions."

Specialized Experience (for positions at GS-4 and above): Examples of qualifying specialized experience include:

- Group leader, counselor, or similar work in public and private recreation programs for adults or children such as summer camps, local playgrounds, YWCA and YMCA clubs, Boy Scouts and Girl Scouts, urban community centers, or resort recreational activities.
- Teacher's aid in elementary school recreation or physical education program, with emphasis on development of general recreational skills and abilities.
- Aid or assistant assignments in recreation while on active military service.
- Aid or assistant in the organization and administration of recreation activities, such as preparing activities calendars, maintaining attendance records, and providing information concerning schedules and activities.
- Summer aid in a State or national park, with duties related to the recreational activities of visitors to campsites, trails, picnic areas, nature and raft centers, and boating and fishing areas (e.g., demonstrating camping techniques and park safety, conducting nature tours, and overseeing farm animal areas provided for children).
- Sales or stock clerk in a recreation supplies and equipment shop.
- Aid or assistant in the issuance of authorized property, and in the maintenance of inventory control and accountability for such property in a recreation facility.
- Aid or assistant in a hotel or resort recreation service, with duties such as setting up areas for games, tournaments, and other organized group recreational activities.

OR

Education and Training:

For GS-3: Successful completion of 1 year of study.

For GS-4: Successful completion of 2 years of study that included at least 12 semester hours in courses related to recreation (e.g., basic psychology, group dynamics, physical education, arts and crafts, etc.).

For GS-5: Successful completion of a 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in courses related to recreation or physical education.

GS-190

General Anthropology Series

GS-190

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. Degree: appropriate field of anthropology.

OR

B. Combination of education and experience—courses equivalent to a major, or a combination of courses totaling at least 24 semester hours in an appropriate field of anthropology, or related course work, plus appropriate experience or additional education.

OR

C. Experience—four years of appropriate experience in anthropology performing research, museum work, or similar professional-level work.

Basic Requirements for Positions in the Smithsonian Institution: Applicants must have successfully completed a full 4-year course of study leading to a bachelor's or higher degree that included or was supplemented by 24 semester hours in anthropology, history, biology, physical science, geology, human geography, or other closely related fields that primarily concern human adaptation to the environment or evolutionary development.

GS-193

Archeology Series

GS-193

Use these individual occupational requirements in conjunction with the "Group Coverage Qualification Standard for Professional and Scientific Positions."

Basic Requirements:

A. 1. Degree: that included 3 semester hours each in the following course areas:

- History of archeology.
- Archeology of a major geographical area such as North America or Africa.
- Regional archeology, archeological cultures, or sites in a specific part or portion of a major geographical area to acquire or develop a foundation for regional specialization for professional development.
- Theory and methods of archeology. Methods include, but are not limited to, typology, classification, sampling, cultural evolution, diffusion, dating, and analytical techniques.
- Archeological field school, to provide a basic understanding of theoretical and practical approaches to research design implementation, field preservation techniques, and report preparation by participation in actual field work.

AND

- Six semester hours of related course work in:
 - geography, geology, or cultural geography;
 - history, historiography, or historical archeology;
 - environmental studies;
 - scientific writing (nonfiction English composition); and/or
 - surveying;

AND

- Archeological field school.

OR

2. *Related Curriculum*—Degree in anthropology (with emphasis on ethnology, physical anthropology, or scientific linguistics), history, American studies, or a related discipline may be accepted as satisfying in full the educational requirements, provided the curriculum supplied academic course work sufficiently similar to the requirements in A.1 (including archeological field school).

OR

B. Combination of education and experience—College-level education or training that provided knowledge equivalent to that described in A above, plus appropriate technical experience or additional education.

OR

C. Experience—four years of archeological work experience that demonstrated a thorough knowledge of the fundamental principles and theories of professional archeology. The work experience must have included archeology field experience, which may include that gained in an archeological field school. Field experience should have included a combination of professional experience in archeological survey, excavation, laboratory analysis, and preparation of written materials. Applicants with such field experience should, after additional experience under the direction of a higher grade archeologist, be able to demonstrate the ability to be a crew chief, directing the work of others at a single location as a part of a larger archeological project.

GS-199

Social Science Student Trainee Series

GS-199

Use the "Group Coverage Qualification Standard for Competitive Service Student Trainee Positions," as appropriate to the appointing authority used.